

City of Chattanooga, TN
Personnel Class Specification

Class code 0161

FLSA: Non-Exempt

CLASSIFICATION TITLE: ASSISTANT CLERK TO COUNCIL

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Clerk in maintaining City ordinances and resolutions, and to provide administrative support to the Council.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Maintains and updates files and documents of City ordinances and resolutions; provides proper cross-referencing and handling of all ordinances and resolutions.

Attends Council, board, and committee meetings as necessary to take meeting minutes; transcribes, types, and certifies minutes of Council and committee meetings; distributes minutes to all departments.

Receives and processes requests for official City records.

Prepares meeting agenda packages, materials, and refreshments; provides support services for meetings/hearings; notifies individuals and groups of meeting dates, times, and purposes; schedules and prepares meeting rooms; takes and prepares minutes and monitors attendance; makes preparations for special department social and professional functions.

Schedules meetings, hearings, appointments, reservations, interviews, and examinations; prepares, maintains and updates calendar; notifies Council members of their schedules; makes travel arrangements; assists personnel in preparing expense reports.

Maintains video records of Council meetings.

Composes, types, copies, files, posts, logs, and/or transmits conventional and electronic correspondence and other documents, types of which may include reports, forms, ordinances/resolutions, legal documents, statements, and/or related documentation; maintains and updates related files.

Performs research and gathers information.

Assembles and prepares department reports.

Coordinates with other departments on issues or events, as directed.

Answers telephones and provides information, takes/relays messages, or directs calls as appropriate; responds to public inquiries/problems.

Oversees office functions and personnel in absence of Clerk to Council.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in secretarial or clerical work; supplemented by three (3) to five (5) years previous experience and/or training that includes clerical and secretarial work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.